

State Property Development Projects Stewardship Application

Form 2500-112 (R 8/04)

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Notice: Use of this form is required to apply for a Development Grant on State Property under s. 23.098, Wis. Stats, and ch. NR 151, Subchapter IX, Wis. Adm. Code. The Department will not consider your application unless you complete and submit this application form. Information provided will be used to determine eligibility for grants and to monitor compliance with terms of the grant agreement. Personally identifiable information is not intended to be used for other purposes and may be made available to requesters under Wisconsin's Open Records laws (ss. 19.31-19.39, Wis. Stats.) and requirements.

Mail or deliver application and attachments to the Property Manager.

Application Information

State Property Name	County	Project Name	
Organization Name		Employer Identification Number (EIN)	
Name of Contact Person Authorized by Resolution to Act for Organization		Title	
Organization Address	City	State	ZIP Code
E-Mail Address of Organization or Contact Person	Telephone Number (include area code)	Fax Number	

Friends Group or Nonprofit Conservation Organization (NCO) Eligibility

- ☐ **Yes**, our organization has previously been certified as eligible for the Stewardship Program. Answer questions 1 and 2:
- Has your organization changed its mission in its Articles of Incorporation or Bylaws since it was certified? ☐ Yes ☐ No
 - Has your organization's status as a 501(c)(3) tax exempt organization changed since it was certified? ☐ Yes ☐ No

If you answered "Yes" to either question, please attach the appropriate documentation to reconfirm your certification.

- ☐ **No**, our organization has not previously been certified as eligible for the Stewardship Program:
- Friends Groups:** attach A) IRS determination letter confirming you tax exempt status and B) written agreement with the Department of Natural Resources.
 - NCOs:** attach A) IRS determination letter confirming your tax exempt status and B) Articles of Incorporation and Bylaws.

Project Description

The project description is used to evaluate, rate and rank projects. It should be no longer than 250 words in length, double-spaced and typed. Attach your project description to the application.

- Include what, where, when, how, why and who and explain how the project implements DNR approved plans for the property.
- Include a timeline, and, if the project will be completed in multiple phases, briefly describe each phase and when you will be applying for funding for additional phases.

Administrative Rules governing this grant application state that priority shall be given to activities that accomplish any of the goals listed below. Check any of the priorities this project achieves, and include an explanation in the project description if not self-explanatory.

- ☐ a. Leverages Stewardship grant against other funding in addition to the 50% sponsor match
- ☐ b. Expands recreation opportunities
- ☐ c. Addresses visitor/public health, environmental, safety or security problems
- ☐ d. Expands or improves environmental education and interpretation programs or outdoor skills development
- ☐ e. Restores habitat in a manner consistent with DNR approved management plans

Project Cost Estimates

Estimate total project cost based on your attached, detailed cost estimate. Base your cost estimate on the following categories: 1) materials & supplies; 2) services; 3) labor, salaries, & fringe benefits; and 4) equipment. When estimating costs, work with your property manager and reference their copy of the *DNR - Cost Estimating Workbook* when appropriate. List non-cash donations in a separate column and include a brief description.

Total Project Cost	Applicant Share (50%)		Requested Stewardship Grant (50%)
	Cash	Non-Cash Donations	
\$	\$	\$	\$

Cost Estimate obtained through:

- ☐ Quote ☐ Applicant's Estimate ☐ *DNR - Cost Estimating Workbook* ☐ Other – Describe: _____

Work to be performed by: (check all that apply)

- ☐ Private Company Contract(s) ☐ Friends Group/Volunteers (non-cash donation) ☐ Staff ☐ Other: _____

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Project Dates

Estimated Project Begin Date

Estimated Project End Date

Required Attachments

- ☐ Copy of IRS determination letter confirming the tax exempt status of your group under 26 USC 501(c)(3) or (4)
- ☐ Copy of agreement with the Department of Natural Resources or your Articles of Incorporation and Bylaws
- ☐ **Resolution of authorization**
- ☐ **Project description**
- ☐ **Location of project on state property map (hand drawn is acceptable)**
- ☐ **Detailed site plan (hand drawn is acceptable) or layout**
- ☐ **Detailed cost estimate including non-cash donations**

Authorization

Certification: I certify that to the best of my knowledge and belief, the information in this application is true and correct.

Signature of Authorized Contact Person

Date Signed

Print or Type Name

Title

Regional Sign Off

Answer each of the following questions. Administrative Rules governing this grant application state that the following conditions must be met.

- Project is for "nature-based outdoor recreation" as defined by Wis. Adm. Code 51.002(19)? ☐ Yes ☐ No
- Project is consistent with the property's 6 year facilities plan? ☐ Yes ☐ No ☐ NA - Habitat Restoration or Cooperative Trail
- Project is consistent with DNR approved plans for the property? ☐ Yes ☐ No ☐ NA - Habitat Restoration or Cooperative Trail
- Project improvements have an expected useful life of 20 years or more? ☐ Yes ☐ No

- ☐ Required Attachments enclosed
- ☐ Natural Heritage Inventory Screening Form ER completed and attached
- ☐ Development Project Request Form 9300-197 completed and ☐ Attached or ☐ En route

Signature of Property Manager

Date

Printed or Typed Name

Telephone Number

Signature of Region Director

Date

Printed or Typed Name

Telephone Number